United States District Court
District of Minnesota

CAREER OPPORTUNITY
Vacancy Announcement #2016-09

Position:	Programmer Analyst Regular full-time position
Number of Vacancies:	One
Location:	Minneapolis, MN
Posting Date:	February 5, 2016
Classification:	CL 26/CL 27
Salary:	CL 26: $45,762 - $74,364 CL 27: $50,270 - $81,711 Depending on Qualifications
Closing Date:	Open until filled. Preference will be given to resumes received by Friday, February 19, 2016 at 5:00 p.m.
Area of Consideration:	Open to all sources

Overview of the District of Minnesota

The U.S. District Court, District of Minnesota, serves the 87 Minnesota counties. The District has four staffed divisional offices located in Minneapolis, St. Paul, Duluth and Fergus Falls. This position supports 7 authorized district judges, 5 senior district judges, 8 authorized magistrate judges, 1 part-time magistrate judge, Clerk's Office staff, and Probation and Pretrial Service Office staff.

Introduction

This position is located in the Clerk's Office in the Minneapolis Courthouse of the U.S. District Court for the District of Minnesota. The incumbent serves as the Programmer Analyst for the court unit, including designing, modifying and adapting existing software. The Programmer Analyst supports key operational programs such as Case Management/Electronic Case Files (NextGen CM/ECF), Lotus Quality Control Program, Court Calendars, Crystal Reports and ePro Se. Primary responsibilities include writing code and meeting with end users to analyze their needs and to implement software solutions. Some travel may be required.

Representative Duties

Develops the court websites and applications utilizing the following languages and technology: Perl, SQL, PHP, Java, HTML, ColdFusion, JavaServer Faces (JSF), JavaScript, Informix, Oracle, SQL Server, Linux, and Domino.

Writes code to specifications, documents work and develops applications according to the end user needs.

Analyzes user needs and software requirements to determine feasibility of design within time and cost constraints.

Designs, modifies, adapts and enhances existing software to correct errors or to improve performance of the software. Maintains library of software changes, including code documentation.

Advises management and users on what specific information can be readily extracted from existing data.

Assists in monitoring operations of equipment and systems.

Assists with training end users and information technology staff.

Identifies requirements for IT procurement and contacts vendors for warranty or service needs.

Performs other duties as assigned.

Qualifications

Minimum Qualifications

To qualify at a CL 26, the incumbent must have at least one year of specialized experience. To qualify at a CL 27, the incumbent must have at least two years of specialized experience. Specialized experience is progressively responsible administrative experience that is in, or closely related to, the work of an Information Technology Programmer. Ability to work independently and communicate effectively. Experience developing applications with a relational database back-end and an understanding of relational database architecture and database design. Proficient in the troubleshooting of related software including Microsoft Windows, Microsoft Office, and similar applications. Experience with Perl, SQL, Oracle, and Linux.

Preferred Qualifications

Experience in a court or other legal field preferred. Preference will be given to applicants who have a bachelor's degree in computer science, information systems, or related field and have prior experience and knowledge of PHP, Java, HTML, JavaServer Faces (JSF) JavaScript, ColdFusion, Informix, and Domino programming languages.

Job Requirements

Ability to handle multiple projects and tasks at one time and meet established deadlines and commitments.

Ability to interact in a positive and professional manner with users at all levels of the court. Must be able to work effectively in a small team environment.

Ability to work with confidential and sensitive information and communicate effectively with non-technical personnel in technical techniques and processes.

Maintain contact with other information technology court personnel at different locations and levels for the purpose of keeping abreast of developments, techniques, and user programs.

Periodic work during non-business hours is required. Incumbent may be on-call on a rotating basis.

Conditions of Employment

The United States District Court requires employees to adhere to a Code of Ethics and Conduct Policy. Applicants must be U.S. citizens or a permanent resident seeking U.S. citizenship. Noncitizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so. A background check is required. Use of Electronic Fund Transfer (EFT) for payroll deposit is required.

All final candidates are subject to FBI Fingerprints and background investigation, including criminal history.

Benefits

Employees of the U.S. District Court are not classified under Civil Service, but are entitled to similar benefits. These benefits include paid vacation and sick leave, health insurance, life insurance, flexible spending accounts, retirement benefits, and a tax-deferred savings plan (similar to a 401K plan) with employers matching contributions.

Application Process

Qualified candidates should email resume **with cover letter** to:

hr-usdc@mnd.uscourts.gov

Please enter "Application for Programmer Analyst Position" in the email Subject line.

All documents should be combined and emailed as one PDF attachment.

All application materials received will be reviewed to identify the best qualified candidates. **Only applicants selected to proceed to the next phase of the selection process will be notified.** The U.S. District Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, either of which may occur without prior written notice. If a subsequent vacancy of the same position becomes available within a reasonable time from the original announcement, the Clerk of Court may select a candidate from the qualified applicants.

The Court is an Equal Opportunity Employer